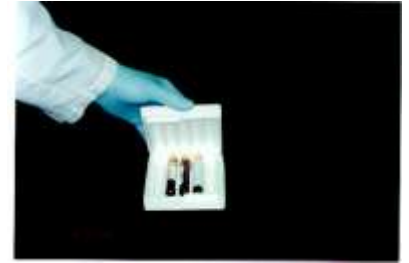


# Assembly Instructions for International Polyfoam Mailers

*Read all instructions thoroughly before starting assembly*

- 1) Place the labeled tubes into the small Styrofoam insert using the same insert that the empty tubes came in (Fig. 1). **DO NOT tape the top of the blood tubes.**

Fig. 1



- 2) Tape the small Styrofoam insert closed. Peel the backing from one piece of red waterproof tape and begin sealing the Styrofoam lid to the body. Then peel the backing from the second piece of tape and continue sealing the insert, overlapping the first piece of tape about two inches on both ends (Fig. 2).

Fig. 2



- 3) Place the small Styrofoam insert into the press-lock plastic bag. Seal the bag and place it into the large Styrofoam mailer (Fig. 3). Fill the mailer with packing material to prevent disturbing the blood tubes during shipment. **Include a copy of the completed Data Collection Form inside the large Styrofoam mailer.**

Fig. 3



- 4) Tape the large Styrofoam mailer closed. Peel the backing from one piece of red waterproof tape and begin sealing the Styrofoam lid to the body. Then peel the backing from the second piece of tape and continue sealing the mailer, overlapping the first piece of tape about two inches on both ends (Fig. 4).

Fig. 4



- 5) Slide the Styrofoam mailer into the corrugated carton (Fig. 5) and seal the carton with packing tape. Place the Federal Express International shipping form and any other necessary documents (i.e. International Invoice Form and Declaration Statement on Rutgers letterhead) on the outside of the carton and contact Federal Express for pickup.

Fig. 5

